

Domestic Business Trip



This week...

Haya and Chris are talking about an upcoming domestic business trip they have to go on next month in Japan.

Lesson Objectives...

- Planning a domestic business trip
- Checking an itinerary

Business English Conversation

Advanced Class

Warm Up – Topic Question



When was the last time you went away for a business trip?

Picture Description

What are they planning?



B



A



Who is he calling and what is he holding in his hand?

Haya	It looks like we will be visiting some of the branch offices around Japan next month.
Chris	Where are we headed and for how many days?
Haya	We are going to visit Nagoya first, then Osaka and Fukuoka. We'll be away for three days.
Chris	That sounds like a tight schedule.
Haya	We are going to be very busy. We will be visiting the Marketing Manager in Nagoya first.
Chris	What about Osaka and Fukuoka?
Haya	We have to visit the R & D department in Osaka and then the QC department in Fukuoka.
Chris	How will we be getting to the different cities?
Haya	We will use the bullet train to go to Nagoya and Osaka. We'll fly to Fukuoka.
Chris	We'd better start preparing the itinerary.

We'd better start preparing the slides for the presentation.

1. It looks like we will be.....
2. We'll be away for.....
3. We have to visit.....
4. We'd better start preparing





Student A and Student B are going through the itinerary for their upcoming domestic business trip.

- Key Phrases**
- It looks like we will be ...
 - How long will we be away for?
 - We have to visit ...
 - Who are we meeting at?
 - What time will we be ...?
 - What are we doing on ...?
 - *Other*

Travel Itinerary Dates: 3/15/2017 – 3/18/2017
 Purpose: Meetings with branch offices
 Destinations: Nagoya, Osaka, Fukuoka

Date/Time	Location	Event/Details
15th March 12:45pm	Nagoya	2 hour meeting with Marketing Manager
15 th March 05:30 pm	Nagoya	Check into AB Hotel - Evening free
16 th March 09:45 am	Osaka	Arrive Osaka then go visit R & D department
16 th March 12:30 pm	Osaka	Lunch meeting with branch manager
16 th March 04:15 pm	Osaka	Fly to Fukuoka on Apple Airlines
17 th March 08: 45 am	Fukuoka	Visit QC department - Observe operations
17 th March 02:00 pm	Fukuoka	3 hour meeting with branch manager
18 th March 10:15 am	Fukuoka	Fly back to Tokyo – report to office at 3 pm

Agree or Disagree



1. Using the bullet train is much better than flying when going on a domestic business trip in Japan.
2. There should be some free time allocated on business trips to relax.
3. It is good to sometimes go away on a business trip.

- Have you ever traveled in business class on an airplane before?
- How often do you go on domestic business trips?
- What is the toughest business trip you have been on?
- Do you prefer to travel by bullet train or airplane when going on a business trip?

- allocate - *How many days should I **allocate** for this project?*
- arrive - *We will **arrive** the day after tomorrow.*
- branch - *Which **branch** will we be visiting next week?*
- domestic - *I have a **domestic** flight leaving at 4 pm.*
- itinerary - *We need to go through our **itinerary**.*
- prefer - *Which airline do you **prefer** to fly on?*
- prepare - *We should start to **prepare** the agenda asap.*
- schedule - *That plan fits nicely with my **schedule**.*
- tight - *It looks like it's going to be a very **tight** schedule.*